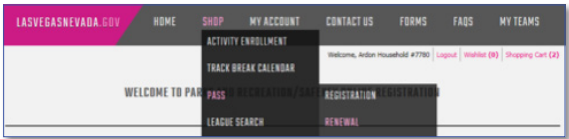
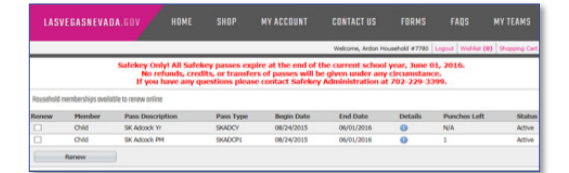


HOW TO RENEW PASSES

Sign in to your account.
Click on the “Shop” tab.
Select “Pass” and then “Renewal.”



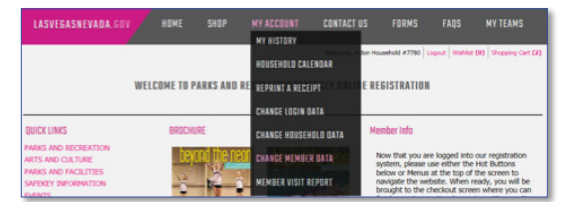
Select the box of the passes you wish to renew and click “Renew.”



Your transaction is not complete until a receipt is generated. Please view your receipt to ensure your transaction is successful and correct.

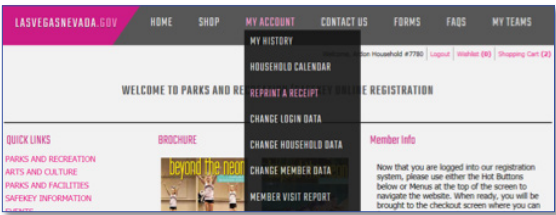
HOW TO CHANGE MEMBER INFORMATION

To change member information, click on “My Account” and then click “Change Member Data.”



HOW TO PRINT A RECEIPT

When logged into your account, click on “My Account” and select “Reprint a Receipt.”



The city of Las Vegas does not provide end of the year statements for tax purposes. Receipts for Safekey can be printed from your online account and include the Tax I.D. Number.



Safekey Office
416 N. Seventh St.
Las Vegas, Nevada 89101
(702) 229-3399

recreation.lasvegasnevada.gov

Additional Community Center Payment Locations

- Cimarron Rose
5591 N. Cimarron Road
(702) 229-1607

East Las Vegas
250 N. Eastern Ave.
(702) 229-1515

Stupak
251 W. Boston Ave.
(702) 229-2488
- Doolittle
1950 N. J St.
(702) 229-6374

Mirabelli
6200 Hargrove Ave.
(702) 229-6359

Veterans Memorial
101 N. Pavilion Center
(702) 229-1100

Easy payment available online
with the following
credit or debit cards.



ONLINE PAYMENT INSTRUCTIONS 2016-2017 School Year

Safekey Office: (702) 229-3399
recreation.lasvegasnevada.gov



FIRST TIME USERS

The first time you log into the registration website **recreation.lasvegasnevada.gov** (do not use www) your account login information will be:

Username: the home phone number (including area code) of the primary contact on the account. If you only use a cell phone and do not have a home phone, the home phone number will be the cell phone number.

Password: the account primary contact's last name (with the first letter capitalized).

You will be required to change your password the first time you log into the site. You may also change your username at any time.

MEMBER LOGIN

USER NAME

PASSWORD

Log In

Need an Account? [Click here to create account](#)

Forgot Password? [Click here for a reminder email](#)

Need Login Help? [Click here for assistance](#)

Login Assistance

If you have trouble logging in, click on **“Forgot Password?”** and you will receive two e-mails, one with your User Name and one with your Password.

REFUND POLICY

No refunds, credits or transfers of passes will be given under any circumstance, including when a child is absent from the program. All passes expire at the end of the current school year.

HOW TO REGISTER AND PAY ONLINE

1. Go directly to recreation.lasvegasnevada.gov.

[LADYBUGS@CRAIG.LOV](#)





[HOME](#)
[SEARCH](#)
[CONTACT US](#)
[TERMS](#)
[FAQS](#)

[Home](#), [Home](#) | [Login](#) | [Forgot ID](#) | [Shopping Cart](#)

WELCOME TO PARKS AND RECREATION/SAFETY ONLINE REGISTRATION

[QUICK LINKS](#)

- [PARKING AND RECREATION](#)
- [PARKS AND OUTDOOR](#)
- [PARKS AND FACILITIES](#)
- [SURVEY INFORMATION](#)
- [EVENTS](#)
- [ADULT FIELD PROMOTING LINK](#)
- [CITY OF LAS VEGAS HOME PAGE](#)

[BROCHURE](#)





[MEMBER LOGIN](#)

USER NAME

PASSWORD

[Log In](#)

[Need an Account?](#) Click here to create account
[Forgot Password?](#) Click here for a reminder
[Need Login Help?](#) Click here for assistance

2. Click on the “Safekey Box.”



3. Scroll down to the desired school. The pass ending in “YR” must be purchased first. This is the **ONE-TIME YEARLY** \$20 required registration fee per child. Then click on the shopping cart to add. If already purchased, click on either AM or PM pass. (AM Safekey not offered at all sites.)

[illegible]

4. Under **“Select a Family Member”** the child must be selected. Then click **“Add to Cart.”**

LAS VEGAS CASINO

HOME SHOP MY ACCOUNT CONTACT US FORMS FAQS MY TEAMS

Welcome, Active Household #77788 | Logout | MyCart | Shopping Cart (0)

Press Membership Registration

Enter a Pass Type
Family Member to Register:

Select, Enter or Type

A family member must be selected prior to continuing.

5. If participant registration form has been submitted to the safekey site, click on **“YES”** (This is part of the registration process).

[illegible]

6. Add additional passes or children attending Safekey by clicking **“Continue Shopping.”**

LAVENDERHAKUNA.COM HOME SHOP MY ACCOUNT CONTACT US FORUMS FAQS MY TEAMS

Welcome, Member Username #7706 | Logout | Member DM | Shopping Cart

New Shipping Cart

New Shipment in Shipping cart

You have registered for this Pass type expensed. What would you like to do next?

[Proceed To Checkout](#) [Continue Shipping Cart](#)

Member ID#	Paid Description	Method	Request Status	Expense Status	Total Fares	Notes
C102	DR \$1000.00	None	REQ/12/13	EXP/12/13	\$ 20.00	
					Gross Total Fares Due:	\$ 20.00

7. Click on the “Safekey” box.



8. Scroll down to desired school. Click on shopping cart for AM/PM passes.

[illegible]

9. Under **“Select a Family Member”** the child’s name must be selected. Then click **“Add to Cart.”**

[JASVEGASNADEA.GOV](#) HOME SHOP MY ACCOUNT CONTACT US FORMS FAQS MY TEAM

Welcome, Andrew Hunschall @7760 | Logout | Member ID# | Shopping Cart

No Membership Registration

Enter a Pass Type
Select Member to Register:

Satisfactory Evidence FID
Child Name

Add to Cart Clear Items Back to Search.

A family member must be selected prior to continuing.

10. Click on how many punches you would like to purchase:

The screenshot shows the top navigation bar of the LASVEGASHERDA.EDU website. Below the navigation bar, there is a link labeled 'Print Page Function Subsection'. The main content area features a form with a label 'Number of Patches' and a 'Continue' button. A small window is open over the form, and a 'Print Page' button is visible in the bottom right corner.

11. Once completed, click on “Proceed to checkout” to verify billing information, and click **“Finish.”** The next page will require the actual card information for processing.

LASVEGASNEVADA.GOV HOME SHOP MY ACCOUNT CONTACT US FORMS FAQS MY TEAMS

Welcome, John Household #7760 | [Logout](#) | [Member DB](#) | [Shopping Cart \(0\)](#)

Your Shopping Cart:

New Charge in Shopping Cart

You have registered for the Pass Type requested. What would you like to do next?

[Proceed To Checkout](#) [Continue Shopping](#)

Number	Pass Description	Status	Begin Date	Expires Date	Total Fees	Promotion
17460	SR Adult-Adm Pmt	New	08/04/2015	08/01/2016	\$ 10.00	SR
17460	SR Adult-Adm Yr	New	08/04/2015	08/01/2016	\$ 25.00	SR
Grand Total Fees Due					\$ 35.00	

12. Your transaction is not complete until a receipt is generated. Please view your receipt to ensure your transaction is successful and correct. Contact the Safekey Office immediately if there are any discrepancies.

